



SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS MANAGEMENT

MANGALURU - 575 003 (DAKSHINA KANNADA)



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NAAC Reaccredited (2017)
with 'A' Grade

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Composition of IQAC 2022-2023

Members:

1. **Chairperson:**

Prof. Aruna P. Kamath, Principal.

2. **Faculty Members:**

Dr. Muraldihara Rao K.S., Vice Principal, IQAC coordinator.

Mrs. Shashikala Shetty, Asst. Professor, IQAC coordinator.

3. Mrs. Smitha, Dean of BBM department.

Mrs. Divya Uchil, Dean of BCA department.

Mrs. Gayathri, Dean of BA(HRD) department.

Mrs. Manju, Dean of Commerce department.

Mrs. Arun F. Sequeira, HOD of BCA department, NAAC coordinator.

Mrs. Jeevitha, HOD of Kannada department.

4. **Management Representative:**

Dr. Satheeshchandra S., Secretary, SDME Society

5. **Administrative Staff:**

Mrs. Ramya Ballal, Superintendent, Office Representative

6. **External Experts:**

Mr. Clement D'Souza, M.A., M.Phil [Specialized in Econometrics and Quantitative Economics], Vice Principal & Associate Professor, St. Joseph College (Autonomous), Bangalore.

Mr. Ashwin Mendonca, Assistant Professor, Govt. First Grade College, Haleyangadi.

7. **Industry representative:**

Mr. Karthikeya, Karthik Enterprises, Baikampady, Mangalore.

8. **Alumni Representative:**

Mrs. Nanditha Acharya, Entrepreneur, (Alumni).

9. **Student representatives:**

Ms. Prajna, BBA

Ms. Rashmitha Shet, BCA

Ms. Yashaswini BA(HRD),

Ms. Janvi BCom.


Principal
Shri Dharmasthala Manjunatheshwara
College of Business Management
MANGALORE.

QAC Meeting held from September 2022 to May 2023

QAC MEETING for the month of September 2022

- Mr. Sudarshan, Physical Director reported that 75th Independence Day was celebrated on 15 August 2022.
- Mr. Arun F Sequeira, NAAC Coordinator, briefed about the progress in NAAC documentation process.
- Mr. Thilak Raj, Coordinator for fine arts association briefed about the variety programme organized in connection with Independence Day Celebration.
- Mrs. Ramya, Office Assistant said that students have applied for revaluation and retotaling of semester examination marks.
- Mrs. Ramya, Office Assistant said that online fee payment for the NEP batch students has been successfully completed.
- Mrs. Geetha, Office Assistant said that faculty members have entered attendance and internal assessment marks in UUCMS website.
- Mrs. Divya Uchil, Student council coordinator reported that orientation programme for the new entrants of the college was on 19 August 2022. She added that after orientation programme secretaries of various associations briefed the students about their respective associations.
- Mrs. Smitha, Dean of BBA Department, said that faculty members have submitted BBA, BAHRD and BCA projects. Mr. Muralidhar Hegde, Librarian added that he has received project titles from all the faculty members.
- Mr. Nagrag, Office Assistant, said that the faculty members contributed to the Har Ghar Tiranga Campaign by purchasing Indian flag provided by Indian postal department.
- Mrs. Smitha, Dean of BBA Department, said that BBA and BAHRD project viva was held on 23 August 2022.
- Mr. Arun F Sequeira, coordinator, Performance Appraisal reported that student feedback was collected on 11 August 2022.
- Mrs. Smitha, Dean of BBA Department, reported that the college in association with Sahyadri College organized "Sahyadri Whiz Quiz" session on 7 and 28 August 2022.
- Whatsapp groups for I year students: Mrs. Ramya, Office Assistant briefed about the progress in admission process for the academic year 2022-2023. She added that all the necessary details have been consolidated and sent to respective class advisors.
- Teacher's day celebration: Mrs. Veena D Kotian, Student council coordinator, said that like every year planning for teachers' day celebration is in progress. She added that this year the college is thinking of felicitating a retired school teacher.
- Internal assessment marks verification in UUCMS: Mrs. Geetha, Office Assistant, reported that all the faculty members have entered the internal assessment marks in the Mangalore University portal UUCMS. She added that before final submission faculty members need to verify the marks.
- NAAC descriptive answers: Mr. Arun. F. Sequeira, NAAC Coordinator, briefed about the progress in NAAC documentation process. He added that the descriptive answers have to be modified for further improvement in the quality of report.

- Syncevision and College Magazine for publication: Mrs. Shashiprabha, Coordinator for Syncevision, said that syncevision volume 59 editing work is in progress. She added that in a months' time we can proceed for publication. Mrs. Jyothi, Coordinator for college magazine added that we can proceed for magazine publication after Syncevision work.
- NAAC Criteria wise Documentation: Mr. Arun F Sequeira, NAAC coordinator, gave a brief report on the documentation process. He added that all the criteria members have collected data in the prescribed format.
- IIQA uploading: Mrs. Divya Uchil, Dean of BCA department briefed about the progress in IIQA work.
- Alumni details for NAAC: Mrs. Manju H, Criteria 4 Coordinator reported that one of the questions in criteria four requires data of college alumni. She added that we have to collect the student data from 2017 onwards.
- Suicide Prevention Day: Mrs. Shwetha Y, Coordinator, Youth Red Cross unit said that Health Department is planning to organize essay writing competition in connection with Suicide prevention Day.
- Student satisfaction survey: Mrs. Manju, Criteria 4 coordinator, said that one of the question in NAAC requires data about student satisfaction. She added that a google form regarding the same can be sent to all the final year students.
- Cross Cutting issues: Mrs. Sowmya Hegde, Criteria 3 coordinator said that extension activities conducted by Youth Red Cross, Rovers and Rangers and NSS has extra weightage as per NEP.
- Curriculum Feedback: Mrs. Supritha, Criteria 1 coordinator said that one of the question in NAAC requires the data about curriculum satisfaction. She added that Google form regarding Curriculum Feedback can be shared among the faculty members.
- Dry Run inspection: Mrs. Shashikala Shetty, IQAC Coordinator said that as we are concluding with even semester we have to now proceed with academic audit for the semester.
- NAAC Review by Mr. Deviprasad: Mr. Arun F Sequiera, NAAC Coordinator briefed about the progress in NAAC. He further added that it would be good if we can present our documented records to a resource person and take necessary feedback for improvement.
- NEP Syllabus updating in NEP: Mrs. Divya Uchil, Dean of BCA Department said that as per the NAAC guidelines all the update in syllabus have to be included in the college website. She added that this semester onwards we are following NEP syllabus for III semester batches which needs to be updated in the website.

QAC MEETING for the month of October 2022

- Mr. Arun. F. Sequeria, NAAC Coordinator, briefed about the progress in NAAC documentation process.
- Mr. Arun F Sequiera, NAAC Coordinator said that NAAC documentation was reviewed by Mr. Deviprasad, Special NAAC Officer on 27 September 2022.
- Mrs. Shashikala Shetty, IQAC Coordinator reported that Dry Run was successfully held on 24 September 2022.
- Deans reported that all the first year class advisors have added the students to their respective classes and all the information regarding classes are being conveyed to the students through the whatsapp group.
- Mrs. Geetha, Office Assistant, reported that all the faculty members have verified the internal assessment marks entered in Mangalore University portal UUCMS application.
- Mrs. Shashiprabha, Coordinator for Syncvision, reported that Syncvision volume 59 is ready for publication.
- Mrs. Manju H, Criteria four Coordinator briefed about the progress in student data collection for batches 2017 onwards.
- Mrs. Shwetha Y, Coordinator Youth Red Cross unit reported that Health Department has successfully organized essay writing competition in connection with Suicide prevention Day on 16 September 2022 .
- Mrs. Sowmya Hegde, Criteria 3 coordinator briefed about the progress in data collection for extension activities conducted by Youth Red Cross, Rovers and Rangers and NSS.
- Mrs. Supritha, Criteria 1 coordinator briefed about the data on curriculum satisfaction by faculty members.
- Mrs. Divya Uchil, Dean of BCA Department said that as per the NAAC guidelines NEP syllabus for III semester is updated in the website.
- Mrs. Divya Uchil, Dean of BCA Department reported that Official email ID for 1 year students has been created and the instructions regarding same has been forwarded to first year class advisors.
- Official email ID for 1 year students: The Deans said that in order to have a blended teaching learning methodology its necessary for us to form Official email ID for 1 year students. All the IQAC members agreed with the same point.

- NAAC Uploading Backend questions: Mr. Arun F Sequeira, NAAC Coordinator reported that the data for NAAC Backend Questions need to be prepared. He added that we can plan for the same in a systematic manner by following a schedule. Mrs. Gayathri suggested that we can prepare a schedule where in 2 questions per week can be uploaded.
- NEP Syllabus Workshop: Mrs. Smitha, Dean of BBA department reported that The Forum of Business Management Teachers is organizing a NEP Syllabus workshop at Govt. First Grade College on 29 October 2022 for academic year 2022-2023.
- Open Elective paper: Dr. Muralidhar Rao, Vice Principal briefed about the Open elective papers for III and IV semester programme. He added that as per NEP guidelines the course offers ability enhancement and Intelligence/Financial awareness papers for III and IV semester.
- Staff Incharge for 2022-2023: Mrs. Divya Uchil, Staff coordinator for Student council said that it is necessary to finalize staff coordinators for various associations and proceed to select student coordinators. She added that this year she has received many applications for various posts from various batches.
- NAAC Executive summary: Principal Prof. Aruna P Kamath, said that the executive summary for NAAC needs to be updated. She added that the criteria coordinators to meet Yashmitha, BCA lab assistant and make necessary corrections.
- FDP on Financial Education and Investment Awareness: Principal Prof. Aruna P Kamath, said that Mangalore University is organizing a faculty development programme on Financial Education and Investment Awareness on 13 and 14 October 2022 at Mangala auditorium, Mangalore University. She added that as per the guidelines two faculty members from department of Commerce and Management to be deputed for the same.
- Association and Department plan of action: Mrs. Shashikala Shetty, IQAC coordinator, said that at the beginning of the academic year it is necessary to submit association and department plan of action for the academic year 2022-2023. She added that this year the academic calendar to be considered carefully as it is different for different batches.

QAC MEETING for the month of November 2022

- Mrs. Divya Uchil, Dean of BCA Department reported that Official email ID for I year students have been created and the details regarding the same has been forwarded to the concerned faculty members.
- Mr. Arun F Sequeira, NAAC Coordinator reported that the data for NAAC Backend Questions is being submitted by all the criteria coordinators.
- Mrs. Smitha, Dean of BBA department briefed about the NEP Syllabus workshop organized by The Forum of Business Management Teachers organized at Govt. First Grade College on 29 October 2022 for academic year 2022-2023.
- Deans gave a final report on Open elective papers Ability Enhancement and Intelligence/Financial awareness offered for III and IV semester.
- Mrs. Smitha, Dean of BBA department briefed about the faculty development programme on Financial Education and Investment Awareness held on 13 and 14 October 2022 at Mangala auditorium, Mangalore University.
- Mrs. Shashikala Shetty, IQAC coordinator, reported that faculty members have submitted association and department plan of action for the academic year 2022-2023.
- UUCMS login for II year students: Mrs. Ramya, Office assistant
- Mrs. Ramya, Office Assistant said that all the II year students need to login in UUCMS application and verify their photograph and signature. She added that in case there are any errors they have to inform the same to office.
- NAAC criteria uploading: Mr. Arun F Sequeira, NAAC Coordinator said that all the criteria documents have to be uploaded in the backend by 10 November 2022.
- Student council inauguration: Mrs. Divya Uchil, Coordinator for student council said that student council inauguration marks the beginning of all the major activities in the college. She added that since secretaries from all the batches have been selected we can go ahead with the council inauguration.
- English Syllabus workshop: Mrs. Madhumathi J Raja, Head of Department of English said that Association of English Teachers has initiated to organize English syllabus workshop on 24 November 2022. She added that this year they want SDM College to host the workshop.
- Department and association plan of action for the academic year 2022-2023: Mrs. Shashikala Shetty, IQAC Coordinator said that all the association and department heads are expected to submit plan of action for the academic year 2022-2023.
- SSR verification by criteria heads: Mr. Arun F Sequeira, NAAC Coordinator said that all the criteria heads have to verify the SSR documents. He added that it would be good if individual links are opened and verified before final submission.

- UUCMS Login: Mrs. Ramya Office Assistant, said that all the first year students are expected to login UUCMS university portal and select the subject they have opted for in their respective courses. She added that they are also expected to mark their preferences for language either Kannada or Hindi. The last date to complete the process is 24 November 2022.
- Organization report for I year students: Mrs. Smitha, Dean of BBA department said that like every year we have to assign organization report for the I year students. She added that the class advisors can brief the students with necessary guidelines regarding organization report.
- Aadhaar copy by III year students: Mrs. Ramya Office Assistant, said that as per the university instruction III year students are expected to submit their aadhaar card copy to the office with regard to university examination.

QAC MEETING for the month of December 2022

- Mrs. Ramya, Office Assistant briefed about the student details verification status in UUCMS application. She added that students have verified their photograph and signature in UUCMS application.
- Mr. Arun F Sequeira, NAAC Coordinator briefed about the developments in NAAC uploading process.
- Mrs. Divya Uchil, student council coordinator briefed about student council inaugural which was held on 26 November 2022.
- Mrs. Madhumathi J Raja, Head of Department of English said that English syllabus workshop was successfully organized on 24 November 2022.
- Mrs. Shashikala Shetty, IQAC Coordinator said that all the association and department heads have submitted plan of action for the academic year 2022-2023.
- Mrs. Ramya Office Assistant, briefed about the progress in data entry in UUCMS application by I year students. Students were expected to fill their basic details along with language preference.
- Mrs. Ramya Office Assistant, reported that III year students have to submit Aadhaar card copy for Scholarship purpose.
- Orientation programme on SDM Culture: Principal Prof. Aruna P Kamath, said that as per the instructions received from the management, we need to create awareness about SDM culture among our students. A powerpoint presentation regarding the same to be presented in the classroom.
- Workshop on 'Peer Led Suicide Prevention Programme': Mrs. Madhumathi J Raja, Coordinator Counselling Cell reported that Manashanthi Counselling Research and Training Centre, Mangalore and Father Muller Medical College Mangalore in

association with National Institute of Mental Health and Neuro Sciences, Bangalore and Suicide Lifeline, A unit of Susheg Charitable Trust, Mangalore has initiated to organize a one day workshop on 'Peer Led Suicide Prevention Programme' for our students. She added that the programme will be extremely beneficial for our students.

- NAAC DVV Documents: Mr. Arun F Sequeira, NAAC Coordinator, briefed about the necessary documents for DVV uploading. All the criteria heads gave necessary inputs on the data required for their DVV questions.
- Talk on 'Guidance to Higher Education': Mr. Gururaj G Coordinator, Career Guidance and Placement Cell said that the cell is planning to organize a talk on 'Guidance to Higher Education' for the final year students.
- Men Handball Tournament 2022-23: Mr. Sudarshan, Physical Education Director, reported that SDM College of Business Management and SDM Centre for Post Graduate Studies are jointly planning to organize University level Men Handball Tournament 2022-23 in Mangala Stadium on 22 December 2022.
- Human Rights Awareness Week: Mr. Praveen, Coordinator for Human Rights Cell, said that he is planning to organize a talk on 'Human Rights and Responsibilities' as part of Human Rights Awareness Week.
- AQAR Documents: Mrs. Shashikala Shetty, IQAC Coordinator, said that the AQAR documentation process has begun and it is necessary to start working on it. The deans suggested that we can look into the areas criteria wise and then prepare a comprehensive report.
- UUCMS login credentials: Mrs. Ramya, Office Assistant, said that I year students are expected to login into UUCMS application with the provided ID and Password. She added that the students are expected to complete the course registration by following few steps.
- Asset requirement: Principal Prof. Aruna P Kamath, said that asset requirement list for staff room and department has to be provided by the faculty members. She added that the format regarding asset requirement will be forward to Deans.

QAC MEETING for the month of January 2023

- The Deans reported that all the class advisors have briefed the students about the institution and have spread the ethos of SDM culture among the students.
- Mrs. Madhumathi J Raja, Coordinator Counselling Cell reported that one day workshop on 'Peer Led Suicide Prevention Programme' was successfully organized with the coordination of Manashanthi Counselling Research and Training Centre, Mangalore and Father Muller Medical College Mangalore in association with National Institute of Mental Health and Neuro Sciences, Bangalore and Suicide Lifeline, A unit of Susheg Charitable Trust, Mangalore on 16 December 2022.
- Mr. Arun F Sequeira, NAAC Coordinator briefed about the NAAC DVV clarifications.
- Principal Prof. Aruna P Kamath, said that she has finalized the asset requirement list submitted by the respective Deans.
- Mr. Sudarshan, Physical Education Director, reported that SDM College of Business Management and SDM Centre for Post Graduate Studies has successfully organized University level Men Handball Tournament 2022-23 in Mangala Stadium on 22 December 2022.
- Mr. Gururaj G Coordinator, Career Guidance and Placement Cell gave a brief report on the talk on 'Guidance to Higher Education' for the final year students held on 21 December 2022.
- Mr. Praveen, Coordinator for Human Rights Cell, briefed about the talk on 'Human Rights and Responsibilities' held as part of Human Rights Awareness week.
- Mrs. Shashikala Shetty, IQAC Coordinator, briefed about the AQAR documentation process. She added that all the criteria coordinators are working towards the completion of AQAR.
- Mrs. Ramya, Office Assistant, reported that I year students have successfully completed the course registration in UUCMS application.
- DVV Clarification: Mr. Arun F Sequeira, NAAC Coordinator gave a detailed report on the NAAC DVV clarifications. He discussed the questions asked and the necessary documents for the same was furnished by the respective criteria heads.
- Syncevision Volume 60: Ms. Lolita, Coordinator for Syncevision said that we can go ahead with the Syncevision volume 60 issue with the activities held from September 2023 onwards. She requested that it would be good if all the department and association heads can send the reports to lit@sdmcbm.ac.in for final compilation.

- Two days Digital marketing training programme for Women: Principal Prof. Aruna P Kamath shared the details of Two days Digital marketing training programme for Women organized by Ubuntu Consortium of Women Entrepreneurs and Associations on 21 January 2023 (Virtual mode) and 1 February 2023 (Offline mode). She added that Marketing department can take up the initiative and coordinate with the same.
- E Conference on "Exploring Digital Proficiency: A platform for enhancing teaching and research skills": Dr. Muralidhar Rao, coordinator for Research cell shared the details of the international E Conference on "Exploring Digital Proficiency: A platform for enhancing teaching and research skills" organized by SDM Post Graduation Centre on 20 and 21 January 2023. He added that faculty members can focus on publishing a research article for the E-Conference.
- Cognoscere – Student Development Programme: Principal Prof. Aruna P Kamath said that Besant Womens College, Department of PG Studies in Commerce in association with Youth Empowerment and Sports Department DK, National Institute of Mental health and Neurosciences Bengaluru and Yuva Spandana Centre Mangaluru to organise "Cognoscere". A student development programme in connection with National Youth Day on 13 January 2023. She added that the programme is open for final year students.
- Republic day Celebration: Principal Prof. Aruna P Kamath, said that we have received invite from SDM Law College for Republic day celebration. She added that this year Sri. Varadaraj A., Advocate to hoist the flag.
- Vivekotsava: Mr. Praveen, Coordinator Rovers and Rangers association said that like every year this year too the unit is planning to celebrate National Youth Day by organising Vivekotsava. He added that they are planning to conduct several interclass competitions like collage, pencil sketch, debate and elocution. Apart from all these the unit is planning to have a guest lecture for the students.
- Academic Audit: Mrs. Shashikala Shetty, IQAC Coordinator said that since we are coming to the end of odd semester classes we can conclude the semester through academic audit. The Deans also agreed with same.
- College Magazine 2021-2022: Dr. Jyothi, Coordinator for college Magazine said that all the contents given has been sent to Ujire, based on which a draft copy has been sent by Manjushree Printers.
- FDP on Retail Banking Services: Mrs. Gayathri, Dean of BA HRD department said that an FDP on "Awareness on Savings and Advances" by Union bank can be organized as an retail outreach programme on 23 January 2023.
- FDP on "Preparation for NAAC Peer team Visit": Mr. Arun F Sequeira, NAAC Coordinator suggested to organize an FDP by Dr. Chandrashekara K, Associate Professor, GFGC for Women, Balmatta, Mangalore. He added that the college was recently received NAAC accreditation with 'A' Grade. Hence it would be of great help to receive guidance from the NAAC Coordinator.
- Short term courses: Dr. Muralidhar Rao, Coordinator for Short term courses said that as per the guidelines we have to conduct short term course in both the semesters.

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- Short term course classes: Dr. Muralidhar Rao, Coordinator for Short term courses said that as per the guidelines we have to conduct short term course in both the semesters.

QAC MEETING for the month of February 2023

NAAC Pre-Qualification letter: Principal Prof. Aruna P Kamath said that we might soon receive NAAC Pre-Qualification letter and it is necessary to gear up our preparations for the same. She added that we can expect the NAAC peer team visit in the month of April.

Preparation for NAAC Peer team visit: Mr. Arun F Sequeira, NAAC Coordinator said that as we are expecting NAAC Peer team visit in the month of April it would be appropriate if we can focus on the preparation for the same. He read out the check list for preparation in connection with NAAC Peer team visit. He added that on priority basis we need to concentrate on

- List of files to be displayed in each criteria
- Creative work to be done by students
- Association wise Notice board display

University examination: Mrs. Smitha, Office Superintendent for University examination said that university examination to commence in the month of March. She added that we need to send examination guidelines for invigilators and students.

Webinar on Skill India by Unnathi Career Academy: Principal Prof. Aruna P Kamath said that the college has received an invite for a webinar on Skill India organized by Unnathi Career Academy in association with Karnataka Skill Development Corporation focusing on the career developments in the areas like Aviation, Travel and tourism on 7, 8, 21 and 23 March 2023.

Magazine Committee meeting: Mrs. Jyothi, Coordinator, Magazine Committee gave a brief report on magazine committee meeting on 1 February 2023. She added that the team has worked on finalizing the dates for annual magazine 2021-2022 publication. She said that the committee for upcoming magazine was also finalized. As per the suggestions of the committee, separate email id for magazine committee to be made for better coordination and smooth functioning of the work.

Updating PF details: Mrs. Geetha, Office Assistant said that few faculty members need to update their PF details in the portal.

QAC MEETING for the month of March 2023

- Mr. Arun F Sequeira, NAAC Coordinator briefed about the NAAC preparation progress.
- Mrs. Smitha, Office Superintendent for University examination said that university examinations were held systematically.
- Mrs. Geetha, Office Assistant said that faculty members have updated PF details in the portal.
- Mrs. Jyothi, Coordinator, Magazine Committee briefed about the progress in magazine.
- Mr. Arun F Sequeira, NAAC Coordinator said that responsibilities on various aspects pertaining to NAAC have been given and the progress is also continuously reviewed. He added that some more aspects related to NAAC has to be allotted to the faculty members.
- Preparation for NAAC Peer team visit- cultural programme: Mrs. Jeevitha, EECC coordinator said that we should simultaneously prepare cultural programme for NAAC peer team visit. The members gave their suggestions contributing to the cultural programme.
- SSR report of NAAC: Mrs. Shashikala Shetty, IQAC coordinator suggested that SSR report would help us in updating ourselves with the criteria wise details. She added that a reading of the report would help the faculty members who were not present for previous NAAC to get an overall glimpse of the presentations.
- Mock NAAC: Principal Prof. Aruna P Kamath, said that the college has to now have a Mock NAAC so that the entire team is prepared for the Peer team visit. She added that such steps will help us to find and solve if there are any loop holes.
- College Uniform Exchange: Mrs. Renuthakshi, Coordinator for College Uniform said that some students have complained that their uniforms are worn out and is not in a good condition. The IQAC members shared their opinion of exchanging the used uniform with new ones.
- Updating Staff ID card and nameplates: Mrs. Geetha, Office Assistant said that faculty members need to update the ID card and nameplates as per the recent upgrading.
- Mr. Thilak Raj G, Coordinator for PBSA reported that we have received updates regarding PBSA and all the faculty members are expected to submit the necessary documents for the same.
- Syncvision IQAC Bulletin: Ms. Lolita Neeta D'Souza, Coordinator briefed about the progress in Syncvision IQAC Bulletin volume 59. She added that as per the instructions she has compiled the reports from September 2022 to January 2023.

Faculty profile to be updated in College website: Mrs. Geetha, Office Assistant said that the faculty profile in college website has to be updated if there are any updates or additional qualifications to be added.

QAC MEETING for the month of April 2023

- Mrs. Geetha, Office Assistant reported that ID card and nameplates of the faculty members have been updated. She added that faculty profile has been updated in the college website.
- Dr. Prasanna Kumar briefed about the project model arrangements for NAAC.
- Mrs. Reshmi and Mr. Akshith K, Coordinators of Fine Arts briefed about the progress in preparations for cultural programme.
- Mr. Thilak Raj G, Coordinator for PBSA reported that the PBSA files have been verified and sent to Ujire.
- Mrs. Renuthakshi, Coordinator for College Uniform reported that worn out uniforms have been replaced with new ones.
- NAAC Peer team visit: Mr. Arun F Sequiera said that it would be good if we could allot roles and responsibilities to the faculty members in view of peer team visit.
- Mock NAAC Preparations: Principal Prof. Aruna P Kamath said that the faculty members are working collectively towards MOCK NAAC preparations. She added that in view of MOCK NAAC, Secretary Sir Dr. Sathishchandra along with two members from the management and two representatives from Mangalore University have consented to visit our college for Mock NAAC on 15 April 2023.
- Allotment of rooms for documentation: Mrs. Shashikala Shetty, IQAC Coordinator suggested that looking at the voluminous records it would be good if a separate room is allotted for IQAC records. Mr. Arun F Sequiera listed out the records to be displayed during NAAC visit.
- Alumni and parent interaction: Mrs. Anasuya, Faculty in charge for parent interaction reported that as per the instructions class advisors have submitted NAAC peer team interaction. Mrs. Supreetha Faculty in charge for alumni interaction reported that a total of 160 alumni's have confirmed their participation for NAAC peer team interaction.
- Admissions for the academic year 2023-2024: Principal Prof. Aruna P Kamath said that PUC results might be announced by last week of April hence we all need to go ahead with preparation for 2023 2024 batch admissions. She added that the college prospectus is already printed and college office staff have already started issuing the same to the students.
- Mock NAAC schedule : Mrs Gayatri, time table committee coordinator suggested that it would be good if schedule for mock NAAC is finalized and circulated among the faculty members in order to assign classes for the faculty members as per their availability during mock NAAC.
- Student Project room: Dr Prasanna Kumar gave a brief explanation about the projects prepared by the students to be displayed during peer team visit. He added that various

working models have been prepared by the students which is praise worthy. He suggested that various innovative assignments prepared by the students can be arranged in the project room for display.

- Suggestions received in Mock NAAC: Mr Arun F Sequiera, NAAC Coordinator give a brief outline of mock NAAC visit. He listed out the suggestions received during the visit. IQAC members also suggested that we need to work on all the areas in order to improve our performance.
- Uniform Faculty profile: Mrs Smita Dean of BBA department said that all the faculty members are expected to update their faculty profile. She added that a uniform format for the same can be circulated among the faculty members for documentation.
- EERPMS student/ parent login ID: Mrs Divya, Dean of BCA Department said that students and parents can login through EERPMS software and view their student profile. Unique login ID has been generated for both students and parents with login credentials. Parents and students will be able to look into their attendance and progress in examination.
- NAAC presentations: Principal Prof. Aruna P Kamath said that several improvisations about IQAC and Departmental presentations were notified by the IQAC members. Concerned heads to follow up with the same and make changes in their presentations.

QAC MEETING for the month of May 2023

- Mr. Arun F Sequiera said that roles and responsibilities were distributed among the faculty members in view of peer team.
- Mrs. Shashikala Shetty, IQAC Coordinator said that IQAC reports were maintained in a separate room for display during NAAC Visit.
- Mrs. Anasuya, Faculty in charge for parent interaction said that the instructions were given by the class advisors and have been submitted for NAAC peer team interaction.
- Mrs. Supreetha Faculty in charge for alumni interaction reported that a total of 160 alumni's had confirmed their participation for NAAC peer team interaction.
- Principal Prof. Aruna P Kamath said that there was a smooth process of admission for the academic year 2023-2024.
- Mrs. Gayathri, time table committee coordinator said that the classes were conducted systematically.
- Dr. Prasanna Kumar said that innovative models have been prepared by the students which is praise worthy.
- Mr. Arun F Sequiera, NAAC Coordinator gave a brief outline of mock NAAC visit.
- Mrs. Smita Dean of BBA department said that all the faculty members have updated their faculty profile.
- Mrs Divya, Dean of BCA Department said that students and parents had logged in through EERPMS software and viewed their student profile.

- Principal Prof. Aruna P Kamath said that several improvisations about IQAC and Departmental presentations were followed up by the instructions given by the Mock NAAC peer team.
- NAAC Grade: Principal Prof. Aruna P Kamath congratulated all the teaching and administrative staff for securing A grade. IQAC coordinators briefed about the suggestions and ideas provided by the Peer team members.
- Meeting Dr.D.Veerendra Heggadeji: Principal Prof. Aruna P. Kamath and Mr. Arun F. Sequiera NAAC coordinator met Veerendra Hegdeji and shared our NAAC result.
- Dr.D.Veerendra Heggadeji's Visit: On 16 May 2023 Dr.D.Veerendra Heggadeji's visited our college and addressed all the staff members. He congratulated the Teaching and Administrative staff for the success of NAAC and for their support.
- Factory Visit: Mrs. Smitha, Dean of BBA department suggested that we can schedule factory visit for the students in the month of May. The deans agreed with the same and said that it might be difficult to schedule factory visit in June due to monsoon.


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